

Time and Attendance Processing Guidance in eTAS Workforce Central (WFC) and webTA During the Government Shutdown for Pay Period 01/2018

Employees furloughed during the government shutdown due to lack of funding will receive notification from management of their placement in furlough status (agency-initiated nonpay/nonduty status).

Time and Attendance Submission Pay Period 01/2018

Pay Period	Dates	webTA Users	eTAS Users
01	01/07/18 – 01/19/18	<ul style="list-style-type: none"> Record Timecard with regular duty hours 	<ul style="list-style-type: none"> TSOs swipe work time as regular duty hours in WFC WFC Users approve and sign-off timecards in WFC for employees with tour of duty ending on or before 1/19/18. WebTA Users Validate and Certify timecards for employees with tour of duty ending on or before 01/19/18.
01	01/20/18	<ul style="list-style-type: none"> Record remaining tour as TC74 – Furlough for all employees and validate timecard (as applicable). Supervisors should certify timecards for their employees as part of their shutdown activities on 01/22/18. 	<ul style="list-style-type: none"> TSOs swipe work time as normal in WFC. WFC Users approve and sign-off timecards in WFC by 1/22/18. WebTA User performs the manual adjustment in webTA for all employees to record TC74-Furlough for the days the employees worked and validates timecard. WebTA Users Certify timecards by 01/22/18.
02	1/21/18 – XX/XX/18	<ul style="list-style-type: none"> No action required until further guidance provided 	<ul style="list-style-type: none"> TSOs swipe work time as normal in WFC.

EXAMPLE: TIMECARD PP 01/2018 recording regular hours worked and furlough leave

New Leave and Other Time Activity

Transaction Code74 - Furlough

Transaction		Pfx	Sfx	Project	7	8	9	Jan 10	11	12	13	Wk 1	14	15	16	Jan 17	18	19	20	Wk 2	Total
					S	M	T	W	T	F	S		S	M	T	W	T	F	S		
Work Time																					
Edit	Regular Base Pay					3:00		3:00	3:00	3:00	3:00	15:00				3:00	3:00	3:00		9:00	24:00
Del				DFW-Passenger Screening																	
Edit	Base w/Night Diff					5:00		5:00	5:00	5:00	5:00	25:00				5:00	5:00	5:00		15:00	40:00
Del																					
New	Work Time Total					8:00		8:00	8:00	8:00	8:00	40:00				8:00	8:00	8:00		24:00	64:00
Leave and Other Time																					
Edit	Holiday Leave			DFW-Screener Leave										8:00						8:00	8:00
Del																					
Del	Furlough																		8:00	8:00	8:00
New	Leave and Other Time Total													8:00					8:00	16:00	16:00
Daily Total						8:00		8:00	8:00	8:00	8:00	40:00		8:00		8:00	8:00	8:00	8:00	40:00	80:00

Paid Leave

Use of any paid leave, including: annual leave, sick leave, compensatory time off, time off awards, military leave, court leave, administrative leave, and excused absence, during the furlough period is prohibited.

Volunteer Leave Transfer Program (VLTP) Participants:

Employees participating in the VLTP program will be placed on furlough for the duration of the furlough period.

Processing Exceptions:

- Employees on **FMLA LWOP** can remain in this status during the furlough period. These hours will count towards the FMLA leave use limitation of 12 work weeks in a 12 month period. If FMLA limitations are reached before the end of the furlough period, LWOP or furlough hours must be used to account for the remainder of the pay period. In the absence of a request from the employee to use LWOP, the employee should be placed on furlough. Management is responsible for advising timekeepers of the correct status. If the employee is required to work during the furlough, management is responsible for notifying the employee to report for duty.

Employees substituting paid leave under FMLA should be placed in a furlough status. This time will not count toward the employee's FMLA leave use.

- Employees in a **Suspension status** shall remain in this status during the furlough period. If the suspension period ends before the end of the furlough period, LWOP or furlough hours must be used to account for the remainder of the pay period. In the absence of a request from the

employee to use LWOP, the employee should be placed on furlough. Management is responsible for advising timekeepers of the correct status. If the employee is required to work during the furlough, management is responsible for notifying the employee to report for duty.

- Employees on **Absent-US (LWOP-US)** shall remain in this status during the furlough period. If the period of military service ends during the furlough period, LWOP or furlough hours must be used to account for the remainder of the pay period. In the absence of a request from the employee to use LWOP, the employee should be placed on furlough. Management is responsible for advising timekeepers of the correct status. If the employee is required to work during the furlough, management is responsible for notifying the employee to report for duty.

Questions related to Time and Attendance processing procedures during the furlough period should be directed to the OHCAccess Service Center at 1-877-872-7990 or via email at

Helpdesk@mailserver-hraccess.tsa.dhs.gov